

HOW TO REGISTER FOR A CLASS

If you have an account on the training portal, then you can register for one of our classroom classes.

Note: If you created a portal account (or had one created for you) in order to take an online in-service class, then do not create another account. The same account works for both online and classroom classes.

If you do not have a portal account, then follow these instructions to create one.

Create portal accounts

1. Go to <https://ncja-portal.acadisonline.com>.
2. Click WebForms.
3. Click New User Account.
4. Complete the form.

When the account is created, you will receive a confirmation email with your password.

Note: If you are the person at your agency who handles employee training, then check the box asking if you are your agency's training coordinator. This will enable you to register your employees through the portal (see Training Coordinator user guide).

Register for classes

1. Sign in to the portal.
2. Click Registration. This screen lists the classes you have registered for.

11/02/2015

Specialized Firearms Instructor Pre-
Qualification - 11/2/15 (Salemberg)

Aycock, Regina

AYCOCK-070874-7853

29588

Registered
(Pending)

In this example, Regina Aycock is "Registered (Pending)," which means she has applied for a class but we have taken no action yet. Other status possibilities are

- Enrolled – Applicant is on the class roster, and we are expecting him/her to show up.
- Waitlisted – The class is full, and the applicant is on a wait list. If a slot opens up in the class, the student may be enrolled.
- Cancelled – The applicant has been unenrolled from the class.

3. Click Browse Training Events.
4. Find the class on the alphabetized list and click Register. Note: If the class is full, you will see Waitlist instead of Register.
5. Enter the email address for your training coordinator (or your supervisor, if your agency doesn't have a training coordinator) in the Contact Email Address blank. This will send a copy of any emails (enrollment, cancellation, etc.) to that individual as well as to you.

THE FOLLOWING REQUESTS FOR ENROLLMENT WILL BE SUBMITTED FOR THIS EVENT

Academy ID ▲	Name (Last, First)	SSN	Contact Email Address	Add Comments
AYCOCK-070874-7853	Aycock, Regina	xxx-xx-7853	<input type="text"/>	

6. If you need to stay in one of our dorm rooms, select the room type, verify your check-in and check-out dates, add special instructions (if any), and click Submit.

Note: For a Salemburg class, most students will select the Basic room. For an Edneyville class, most will select Basic West Campus.

7. If the class has a prerequisite (e.g., submitting a certificate or medical form), it will be listed below Housing Information. Click Add Documentation.
8. Under the Fulfillment section, select one of the options and click Save.

FULFILLMENT

- ☒ I have not provided documentation yet, but intend to
- ☐ I meet or exceed this requirement (requires documentation above)
- ☐ I do not meet this requirement and would like to request that some or all of the requirement be waived

Note 1: You cannot upload documents to the system. Instead, each prerequisite has instructions for faxing or emailing documents.

Note 2: If you select I Meet or Exceed This Requirement, then before you click Save, you must click Change directly above (next to Clarifying Comments)

Clarifying Comments

None specified ([change](#))

In the box that appears, type your comments. For example: "I emailed this certificate on 5/21/15 to aaycock@ncdoj.gov."

9. Click Save.

Note: At this point, you are not enrolled in the class. You have merely requested enrollment, and your status is “Registered (Pending.” Once you are enrolled in the class, you will receive an enrollment verification email.

Move to a new class or cancel your registration

You are unable to do this through the portal. To move to another class or to cancel your registration, contact the appropriate campus registrar.